

GLOSSARY

LEGISLATIVE TERMS AND DEFINITIONS	H-1
---	-----

ABBREVIATIONS COMMONLY USED	H-15
Legislative Instruments/Documents	H-15
House Committees/Division	H-15
State Department/Agencies	H-15
Laws and Bodies of Law	H-16
Miscellaneous	H-16

GLOSSARY

Legislative Terms: Definitions

This dictionary of legislative terms provides very brief explanations of the listed terms. The cited provisions of the constitution, laws, and rules may be consulted for additional information.

Act	A bill that has been finally passed by the House and Senate, enrolled, signed by the legislative presiding officers, signed by the governor (or allowed to become law without his signature), and assigned an Act number by the secretary of state. Joint resolutions (proposed constitutional amendments) are bills and are processed as such, except they are not signed by the governor or subject to the governor's veto.
Actuarial note	An estimate of the actuarial effect of a bill or resolution that will affect a state, parochial, or municipal retirement system. (<i>R.S. 24:513 (D)(2), (E), and (H) and 521, Joint Rule 4(G), and House Rules 7.16(C), 7.17, and 14.48</i>)
Adjournment	Termination of business for a legislative day until a fixed hour on a succeeding day during a session. (<i>Const. Art. III, §10(C) and House Rules 8.2, 9.6, 9.7, and 9.14A</i>)
Adjournment sine die	Final adjournment at the end of a legislative session (literally adjournment without date.) (<i>House Rules 7.11 and 8.11</i>)
Amendment	<p>The modification of a bill or resolution by adding or deleting language or changing wording. (<i>House Rules 8.12, 8.13, and 11.1 through 11.5</i>)</p> <ul style="list-style-type: none">♦ Committee amendment – Changes in a bill or resolution recommended to the full house by a majority of the committee to which the bill or resolution was referred. Must be adopted by the full house to become a part of a bill or resolution. (<i>House Rules 6.11, 14.7, and 14.43</i>)♦ Floor amendment – Amendments offered by a member of the house having the bill or resolution under consideration, usually offered when a bill is being considered on the floor on third reading and final passage. (<i>House Rules 7.17, 11.1 through 11.5, and 9.13</i>)
Appropriation bill	<p>A bill to authorize payment of funds from the state treasury to a particular department or agency, sometimes specifies a particular purpose. (<i>Const. Art. III, §16 and Art. VII, §10(D), House Rule 6.6(C)</i>)</p> <ul style="list-style-type: none">♦ General Appropriation Bill – Comprehensive bill to fund the ordinary expenses of the executive branch of state government. Appropriations are itemized to show the public entity to which the

appropriation is made and the treasury fund from which it is made. The bill is organized in “schedules” applicable to particular departments and agencies or functions, with “items” within each schedule. (*Const. Art. III, §16, House Rules 6.25, 7.3, and 8.15*)

- ♦ Legislative and judicial appropriations are proposed in separate bills.
- ♦ Capital Outlay Bill – Also an appropriation bill; it authorizes expenditures for the capital construction needs of the state. (*House Rules 6.6(C), 6.8, and 7.3 and Joint Rule 11*)

Author
(coauthors)

The member(s) sponsoring a particular piece of legislation. (*House Rule 7.2 and Joint Rule 12*)

Bill

A legislative instrument proposed by a legislator(s) to change or enact new statutory law or to repeal existing law (Act), or to propose changes or additions to the constitution (joint resolutions). Statutory law includes the Louisiana Revised Statutes, various codes, and local or special Acts. (*Const. Art. III, §15*) (*Also see Duplicate Bill*)

- ♦ Prefiled bill – Original bill that is filed by a legislator with the chief clerical officer of the respective house prior to a legislative session. Such a bill receives a bill number, is printed, and may be assigned to a standing committee prior to a session. On the opening day of the session, it will be formally introduced. (*Const. Art. III, §2, and House Rules 7.2 and 7.6(B)*)
- ♦ Original bill – The bill as introduced into the legislature that is used in the legislative process until engrossed. (*House Rules 7.2 and 7.6*)
- ♦ Engrossed bill – Original bill prepared with amendments adopted upon initial consideration by the house of origin incorporated into its text. Usually, a bill which incorporates all committee amendments to the original bill adopted during the second reading in the originating house. (Rarely a bill is amended on the floor at second reading and the engrossed bill, including these amendments, is referred to committee.) The engrossed bill is ordinarily the version used on the House floor for debate on third reading and final passage. (*House Rules 7.8, 7.9, 7.20, 8.16, 8.17, and 8.20*)
- ♦ Reengrossed bill – Refers to a bill to which additional amendments – usually floor amendments – have been added, after its engrossment. Usually these are floor amendments adopted when the bill is considered on third reading and final passage in the house of origin. (*House Rule 7.10*)
- ♦ Substitute bill – (*See Substitute Bill*)

- ♦ Enrolled bill – A bill in its final form, including all amendments adopted in both houses, to be submitted (Joint Resolutions excepted) to the governor for his approval or veto. (*House Rules 7.12, 7.14, 7.14*)

Bill status

The progression and current stage of a legislative instrument from its introduction to passage.

Calendar

(1) The daily listing, in order of precedence, of resolutions, bills, and other documents on which action may be taken.

- ♦ Regular calendar – Instruments reported by committees and ordered engrossed and passed to third reading on the same day are listed in numerical order and follow those reported on previous days. Most bills are placed on the regular calendar and considered in the order listed. (*House Rules 8.8, 8.17, 8.20, 8.23 and 8.24*)
- ♦ Major state calendar – This calendar is comprised of bills and joint resolutions that have a *major impact in application throughout the state and establish or change policy in a major area of government activity*. It is a Wednesday calendar, but remaining bills are carried over to the next legislative day. A committee and the Speaker must recommend placement on this calendar. Bills on this calendar lie over for not less than two legislative days prior to consideration on third reading. Removing a bill from this calendar requires filing an objection no later than the day before, concurrence of 20 other members, and concurrence of the House and Governmental Affairs Committee. (*House Rules 8.20, 8.22, 8.23, 8.24, and 8.25*)
- ♦ Local and consent calendar – A locally advertised bill or any instrument reported unanimously by a committee may be placed on the local and consent calendar. Placement on this calendar requires that the committee reporting the bill adopt a separate motion recommending that it be placed on this calendar. This calendar is acted upon every second legislative day (bi-daily). Upon the second reading of an instrument, the author or sponsor may move that the bill be placed on this calendar and, unless objection is voiced by 21 members, it will be placed on the local and consent calendar. If 21 members object to hearing a bill on this calendar when it comes up for consideration on third reading and final passage, the bill is moved to the regular calendar (the daily calendar) for the next day. (*House Rules 8.21 and 8.25*)
- ♦ Subject to call – An instrument may be returned to the calendar subject to call upon approval of a majority of the members present and voting. Instruments so returned are listed in numerical order and may be called from the calendar for further action or consideration at a later time when the House is in that same order of business. However, members must give at least a day's notice

that they intend to call a bill from this calendar. (*House Rule 8.26*)
(*Also see Order of the day*)

- ♦ Involuntary calendar – A Senate procedure when a legislative instrument is returned to calendar, subject to call, upon the order of the majority of members present and voting. After such action, the instrument may be called from the calendar only upon a favorable vote of a majority of members present and voting.

(2) The Legislative Calendar is the final published compilation of the action on each instrument during a legislative session. It lists all instruments in numerical order by house with a chronological notation of all action taken by each house. It includes an author, subject, and journal information index. *Interim Legislative Calendars* are prepared periodically during the interim. (*House Rules 12.1, 12.6, and 12.7*)

(3) The Interim Calendar is a compilation of the action taken on each legislative instrument prior to the convening of the legislative session. (*House Rule 12.7*)

Call

The proclamation by which the governor or the legislature convenes the legislature into extraordinary session. The subject scope of the session is determined in this written document. (*Const. Art. III, §2*)

Caucus

An informal group of legislators, most often organized on the basis of party affiliation, common interest, or regional representation. Also, a meeting of such a group. Some groups refer to themselves as “delegation” rather than caucus.

Commendation

Expression of legislative tribute of either or both houses by certificate or resolution. Also may be an interim commendation by an individual House member. (*Joint Rule 9*)

Committee

A group of legislators of one or both houses which considers legislation, conducts studies, and/or makes recommendations to the Senate and/or House.

- ♦ Committee of the whole – The entire membership of the House, acting in the capacity of committee to consider the General Appropriation Bill or other matters. A member other than the Speaker serves as the chairman. (*House Rules 6.18 through 6.25, 8.18, and 12.1*)
- ♦ Conference committee – A committee, composed of three members from each house, the purpose of which is to propose to the two houses a means to resolve differences in a bill when the house of origin refuses to concur in one or more amendments adopted by the opposite house. (*House Rule 6.14, 7.11, and 8.27*)
- ♦ Interim committee – A special committee created to make a study

or investigation during the interim between sessions of the legislature. (*Joint Rule 13 and House Rule 14.16*)

- ♦ Joint committee – A committee composed of members of both houses. May be composed of standing committee members from each house (or certain members thereof) or may be a special joint committee with members selected without regard to standing committee membership. Used during the interim. (*House Rule 14.16 and Joint Rules Nos. 8 and 13*)
- ♦ Select committee – A committee established by the presiding officer of a house composed of members of that house for a designated purpose. (*House Rules 15.2 and 15.9*)
- ♦ Special committee – A committee of one or both houses appointed for a limited purpose and discharged upon completion of this function.
- ♦ Standing committee – A permanent committee of the Senate or House with subject matter jurisdiction defined by rules of its house. Functions both during and between legislative sessions to conduct public hearings on proposed legislation, review proposed administrative rules, make its own studies of problems, make reports and recommendations to the house it serves, etc. (*House Rules 6.1, 6.2, 6.3, 6.6, 14.16, and 14.17, and Joint Rules Nos. 13 and 16*)

Concur	Action by the house of origin on a legislative instrument to agree to amendments to the instrument adopted by the opposite house.
Condolence	A resolution which tenders condolences upon the death of a legislator, a member's relative, former member, or any other prominent person.
Conference committee report	The recommendations of a conference committee to resolve the differences between the two houses when the house of origin does not concur in amendments adopted in the second house. The report must adopt or reject all second house amendments and may include other changes. A digest of a conference committee report must be prepared by the staff before a vote on the report. (<i>House Rules 6.14, 8.27, and 7.11</i>)
Constitution	The written instrument stating the fundamental principles of a state government. Unlike the federal constitution, a state constitution's provisions are not grants of power, but, instead, are limitations on the otherwise plenary power of the people of a state, exercised through its legislature.
Constitutional amendment	<i>See Joint Resolution under Resolution</i>

Constituent	A citizen residing within a legislator's district.
Convene	The assembling of a legislative body. Usually refers to the initial convening of a legislative session.
Deferred	A legislative instrument scheduled for hearing by a committee may be <i>voluntarily deferred</i> upon the request of the author or member handling the instrument. An instrument voluntarily deferred without objection may be rescheduled for committee hearing. A legislative instrument is <i>involuntarily deferred</i> when so ordered by a vote of a majority of the committee members present and voting, notwithstanding the request of the author or member handling it to report the instrument. An involuntarily deferred instrument may be rescheduled for a committee hearing (after opportunity for hearing all other House instruments requested to be heard) only by the vote of two-thirds of the committee members present and voting. (<i>House Rules 6.9 and 6.10</i>)
Digest	A summary of the substance of a legislative instrument which appears at the end of the text of the instrument. It explains changes in the law proposed by a bill. Redigests also include a summary of amendments adopted. Digests of legislation as finally passed comprise the <i>Résumé</i> which is the publication describing all legislation passed by the legislature in a given session. (<i>House Rules 7.9(B) and 7.11 and Joint Rule No. 6</i>)
Docket	<p>(1) A list of all legislative instruments pending before a committee or the full body of the legislature.</p> <p>(2) A central location for filing of official legislative instruments and publications.</p>
Duplicate bill	A bill filed in one house which has been designated "as being identical or substantially similar to a bill filed in the other house". Conforming amendments may be adopted by the receiving house to make the bill identical to a bill introduced in the receiving house. (<i>House Rules 6.11, 7.19 through 7.21, and 14.12, and Joint Rule 5</i>)
Effective date	<p>Date upon which enacted bills and constitutional amendments take effect.</p> <p>(1) Acts from an annual regular session: Unless the Act itself states an earlier or later date, all Acts become effective on August 15, after the regular legislative session during which they are adopted.</p> <p>(2) Acts from an extraordinary session: Unless the Act itself states an earlier or later date, all Acts become effective on the 60th day after final adjournment of the extraordinary session in which they were enacted.</p>

(3) Constitutional amendments: Unless the amendment provides otherwise, constitutional amendments approved by the voters become effective 20 days after issuance of the governor's proclamation that they have been adopted.

Enacting clause	The language "Be it enacted by the Legislature of Louisiana", which is established by the constitution as the style of law enacted by the legislature. Without it a bill is unconstitutional. (<i>Const. Art. III, §14</i>)
End consideration of amendments	A motion that, when adopted, prevents the House from adopting any other amendments on the instrument pending, except the amendment under consideration at the time, an amendment to change coauthors, or technical amendments. (<i>House Rule 9.13</i>) (<i>Also see Previous Question</i>)
Executive order	A written document issued by the governor to accomplish a purpose over which he has authority, such as establishment of executive branch policies, the declaration of certain holidays, establishment of a study or other commission or committee, or other directive within his power as chief executive. Executive branch agencies may also be created by executive order for a limited period. Termination date varies as specified by law. (<i>R.S. 49:215</i>)
Fiscal note	An estimate of the fiscal effect of a bill, joint resolution, simple or concurrent resolution which will affect the receipt, expenditure, or allocation of state funds or funds of any political subdivision of the state or that will authorize the issuance of general obligation bonds or other general obligations of the state for capital outlay purposes. Must be attached prior to consideration by a committee of either house unless a committee decides otherwise. Not a part of the law proposed by the measure to which it is attached. (<i>House Rules 6.8 and 7.16 and Joint Rule No. 4</i>)
Fiscal year	The 12-month period for which appropriations, budgets, and financial reports are made. The state's fiscal year commences on July 1 and ends the following June 30. (<i>R.S. 39:53</i>)
Floor	Figure of speech meaning the floor of the House or Senate while that body is in session. Referred to in legislative procedure: the bill is "on the floor". Members recognized to speak on debate are said to "have the floor". (<i>House Rule 1.2</i>)
Gallery	Balcony above the House and Senate chambers from which visitors may view proceedings. (<i>House Rule 1.2</i>)
Germaneness	The relevance of amendments or a substitute bill to an original bill. The constitution and rules require that amendments and substitute bills be germane to the original bill. (<i>Const. Art. III, §15(C) and House Rules 11.1 and 6.12(B)</i>)

Interim	The interval between annual regular sessions. Committees can conduct studies and can hear, debate, amend, and determine their reports on prefiled bills at this time. (<i>House Rules 14.16 through 14.20, 14.24, 14.26, 14.27, 14.29, 14.45, and also 4.7, 6.3, 6.11, 7.2, and 12.7 and Joint Rules Nos. 13 and 16</i>)
Joint sessions	Formal meeting of the members of both houses together. Held in the House chamber. (<i>Joint Rule No. 1</i>)
Journal	A record of daily proceedings of each house: the <i>House Journal</i> , <i>Senate Journal</i> . Also refers to the final compilation of journals which is published at the end of each session as a set (which also includes the <i>Legislative Calendar</i>). (<i>Const. Art. III, §10(B), House Rules 2.10 and 12.1 through 12.5, and Joint Rule No. 1</i>)
Keyword	General subject of bill or resolution that appears above the heading (“An Act”, “A Joint Resolution”, etc.) Not part of proposed law.
Legislative bureau	A group composed of two members of the legislature, one selected by each house, and ex officio, the secretary of the Senate, the clerk of the House, and unofficially the executive director of the Legislative Bureau. Bills, joint resolutions, and suspense resolutions are referred to the bureau prior to advancement to third reading in the second house. The bureau makes an advisory report on the construction of the instrument and any duplication and may suggest amendments. The bureau also must examine each instrument upon its engrossment and passage to third reading in the house of origin and make recommendations for floor amendments. (<i>Joint Rule No. 3 and House Rules 7.20, 8.19, and 11.4</i>)
Legislative day	A calendar day on which either house of the legislature is in session. (<i>Const. Art. III, §2(A)(1), House Rule 8.1</i>)
Legislative instrument	One of the following: a bill; a concurrent resolution; a resolution. (Bill includes a joint resolution.) (<i>House Rule 7.1</i>)
Legislative intent	The purpose for which a measure is enacted and the meaning of the measure which the legislature intended, often determined in reviewing committee proceeding tapes or transcripts and floor proceedings.
Lobbyists	Persons paid to represent various interest groups and others to influence the passage or defeat of legislation. (<i>R.S. 24:50 - 58, House Rule 3.4</i>)
Local and special laws	A law affecting only one or more particular local areas, such as one or more particular parishes or municipalities (local law). A law that, because of its restrictions, can operate upon or affect only a portion of citizens or a fraction of property embraced within a classification (special law). (<i>Const. Art. III, §§12 and 13</i>) (<i>Also see Official Journal</i>)

Local notice	Published notice of intention to introduce a bill which will apply only to a designated area of the state, such as a single parish or municipality. Must be published in the locality where the matter to be affected is situated. (<i>Const. Art. III, §13</i>)
Lockout	The temporary disabling of the voting machine of any member who does not answer a quorum call before a record vote (<i>House Rule 4.5</i>) (<i>Also see Quorum Call</i>)
Memorial	A simple or concurrent resolution which expresses views of one or both houses and requests a course of action be taken by officials or departments, usually congress.
Motion to reconsider	A motion which, if successful, returns the question to its status before adoption of the motion to reconsider. (<i>House Rules 8.28, 9.2, 9.11, 9.14, and 11.5</i>)
Official journal	The newspaper of general circulation in which official notices and announcements of the state or units of local government are published. The official journal of the state is <i>The Advocate</i> (Baton Rouge). Notices of intent to introduce retirement bills are published in the official state journal. Notices of intent to introduce local bills are published in the local official journals. (<i>Const. Art. III, §13 and Art. X, §29(C) and R.S. 43:81 et seq. and 141 et seq.</i>)
One-liner	A phrase or sentence that describes a bill or resolution. It appears on the bill or resolution after the keyword and before the heading (“An Act”, “A Joint Resolution”, etc.). It is not part of the proposed law. (<i>Also see Keyword</i>)
Order of the day	<p>(1) The order of business followed in each house of the legislature in transacting its daily business. (<i>House Rules 8.1, 8.2, 8.5, and 8.26</i>)</p> <p>(2) A legislative document prepared daily in each house of the legislature by the office of the House Clerk and Senate Secretary reflecting expected or proposed action on legislative instruments, organized by the order of the day in which action may occur. (<i>Also see Calendar</i>) (<i>House Rule 2.10</i>)</p>
Point of order	The parliamentary device that is used to require a deliberative body to observe its own rules and to follow established parliamentary practice. A member raises a point of order and asks for a ruling of the chair as to the correct procedure. If the member disagrees with the chair’s ruling, he may appeal the ruling of the chair to a vote of the entire house. (<i>House Rules 5.6 and 9.12</i>)

Point of personal privilege	Parliamentary device by which members gain the floor to comment on matters affecting their rights, reputation, or conduct in their representative capacity.
Previous question	A motion that, if successful, closes debate and brings the House to a vote on the question under consideration. A motion in the form of previous question on the entire subject matter, if successful, ends debate on the main question and requires immediate voting on any subsidiary motion or amendments and then on the main question. <i>(House Rules 9.10 and 9.14(A)(13) and (14)) (Also see End consideration of amendments)</i>
Public hearing	Meetings held by committees at which members of the public, lobbyists, legislators, and state agency representatives generally address issues before the legislature. <i>(Const. Art. III, §15(D) and House Rules 6.9, 6.11, and 14.32)</i>
Quorum	The number of members required to conduct business. <i>(Const. III, §10(A), House Rules 4.3, 4.4, 6.3(C)(3), 14.17, and 14.36 through 14.40, and Joint Rule 8)</i>
Quorum call	Opening of the voting machine for a roll call to determine whether or not a quorum is present. <i>(House Rule 4.5)</i>
Reading of a bill	Constitution requires that each bill must be read at least by title on three separate days in each house. <i>(Const. Art. III, §15(D) and House Rules 8.9, 8.10, 8.12, 8.13, and 8.16 through 8.18)</i>
Reapportionment	A redrawing of district boundaries for the election of an official in order to provide equality of representation, based on population. <i>(Const. Art. III, §6)</i>
Recess	An interruption or intermission during the course of the day's work. <i>(House Rules 9.7 and 9.14(A)(23))</i>
Recommittal	The reassignment of legislation to the last committee that considered it or to another committee. House Rules require that certain instruments be recommitted to other committees after being reported by the committee to which initially referred. <i>(House Rule 8.18 and 6.8)</i>
Reconsideration	Permitting a vote to be considered and taken a second time. The initial vote on any question may be reconsidered whether the question carried in the affirmative or negative, but the motion to reconsider must be made by a member who voted on the side that prevailed. (Although provided by rule, this rarely occurs in the Senate.) <i>(House Rules 8.28, 9.11, 9.14(A)(16) and (17), 9.2, and 11.5) (Also see Veto)</i>
Referral	An assignment of legislation to a specific committee for consideration and report to the House. <i>(House Rules 6.5 and 7.2)</i>

Repeal	To delete and nullify a previously established law.
Resolution	<p>A legislative instrument that generally is used for making declarations, stating policies, and making decisions where some other form is not required. A bill includes the constitutionally required enacting clause; a resolution uses the term “resolved”. Not subject to a time limit for introduction nor to governor’s veto. (<i>Const. Art. III, §17 and House Rules 8.11, 13.1, 6.8 , and 7.4</i>)</p> <ul style="list-style-type: none"> ♦ Concurrent Resolution – Resolution to be considered by both houses that can be used to express legislative intent, adopt or change joint rules of the legislature, memorialize congress, and request or direct a state agency to take a specified action. Can also be used to suspend a law. (<i>Joint Rule 3 and House Rules 7.1, 7.4, 7.10, 7.16, and 12.3</i>) (<i>Also see Suspension of law</i>) ♦ Joint Resolution – A proposal to change (amend) or repeal existing provisions of or to add new provisions to the constitution. It is designated a House or a Senate bill and requires passage by a 2/3 majority of each house to be placed on the election ballot. The favorable vote of a majority of all state electors voting on it is required for it to become effective (and a majority of those voting in the local area if it is local in nature.) (<i>Const. Arts. III, §15(A) and XIII, §1 and House Rule 7.1</i>) ♦ Simple Resolution – Resolution passed by only one house that expresses an opinion or intent, but does not have the force of law. It may also be used to change the rules of a house. It takes effect upon adoption. (<i>House Rule 7.1, 7.2, and 7.4</i>)
Résumé	Digest or summary prepared by staff of all legislative instruments finally passed – includes Acts, vetoed bills, and adopted resolutions and study requests. The digest distinguishes how the new law changes the old. Also includes statistical information for the session.
Revised statutes	The Louisiana Revised Statutes of 1950 is the entire codified body of effective general law aside from the Constitution, Civil Code, Code of Civil Procedure, Code of Criminal Procedure, Code of Evidence, and Children’s Code. New law of general application is incorporated into the revised statutes by amending, repealing, or enacting provisions.
Ruling of Chair	<i>See Point of Order</i>
Session	<p>The period during which the legislature assembles and carries on its business. The legislature meets annually in regular session. (<i>Const. Art. III, §§2 and 18</i>)</p> <ul style="list-style-type: none"> ♦ Regular session – In even-numbered years a regular session is

restricted to not more than 60 legislative days within a period of 85 calendar days; in odd-numbered years, it is restricted to not more than 45 legislative days within 60 days. The subject matter of regular sessions in odd-numbered years is limited to specified fiscal matters; however, a member may introduce any bill intended to enact a local or special law or may prefile a maximum of five bills not within the subject matter restrictions.

- ♦ Extraordinary session – Such a session is limited to not more than 30 days. There is no restriction on the number of extraordinary sessions that can be held in one year. The governor may call the session; the presiding officers must call an extraordinary session if a majority of each house petition for an extraordinary session. The call defines the subject scope. Also called a “special session.”
- ♦ Organizational session – Session held on the day legislators take office for the primary purpose of judging the members’ qualifications and elections, taking the oath of office, organizing the two houses, and selecting officers.
- ♦ Veto session – Session required by the constitution to be held on the 40th day following final adjournment of the most recent session to consider all bills vetoed by the governor. Not held if a majority of either house declare it unnecessary in writing.

Special order

The order of business in which bills or resolutions to be considered at a specifically fixed time rather than their regular order are placed. Used for controversial or time-consuming bills. A bill is placed on special order by the favorable vote of a majority of those present and voting, provided the standing committee which reported the bill recommends such placement. (*House Rules 8.4 through 8.6*)

Study request

A legislative instrument which requests a standing committee or committees to conduct a study of an issue or item during the interim between legislative sessions. A study request does not go through the traditional approval process of other legislative instruments, but rather is adopted if, after a specific period of time, there is no objection made to the proposed study request. (*Joint Rule No. 13*)

- ♦ Concurrent – A request for a study by a standing committee of each house of the legislature.
- ♦ Simple – A request for a study by a standing committee of one house of the legislature.

Subject to call calendar

See Calendar

Substitute bill	A new bill included in a committee report to be substituted for the bill referred to and reported by the committee. Such bills are given a number and processed in the same manner as an original bill except that no further committee report is necessary in the house of introduction. House bills in the Senate may not be reported “by substitute,” nor may Senate bills in the House be so reported. (<i>House Rule 6.12, Joint Rule No. 5</i>)
Summary of Senate Amendments	A digest of the changes proposed by Senate amendments to a House bill returned to the House for concurrence in amendments. Also includes a summary of the substantive Senate amendments.
Suspension of law	The legislature may suspend a law for a restricted period of time by adoption of a Concurrent Resolution, and, as such, the Resolution has the effect of law. It is not subject to the governor’s veto. (<i>Const. Art. III, §20, House Rule 8.11, Joint Rule No. 3</i>)
Suspension of rules	Parliamentary procedure whereby actions can be taken which would otherwise be out of order. Suspension of House Rules requires a 2/3 vote. (<i>House Rule 13.2</i>)
Tabled	A bill is tabled (and usually dead) upon adoption of a motion by majority vote to “lay on the table.” As a parliamentary maneuver, it is an alternate way to kill a bill. It takes a 2/3 vote of those present to call a bill from the table. (<i>House Rules 9.5, 9.8, 9.9, 9.11, and 9.14(A)(11)</i>)
Title	<p>(1) A concise statement appearing at the beginning of a bill which is indicative of the object of the bill as required by the constitution and embraces the significant aspects of the subject content of the bill. (<i>Const. Art. III, §15(A) and House Rule 7.4</i>)</p> <p>(2) The largest subdivision of the Louisiana Revised Statutes. The revised statutes are comprised of Titles 1 through 56.</p>
Veto	<p>Governor’s disapproval of an enrolled bill. Has the effect of killing the bill unless the legislature subsequently votes to override the governor’s action by a 2/3 vote of each house. (<i>Const. Art. III, §18 and Art. IV, §5(G) and House Rule 8.28</i>) (<i>Also see Session, Veto session.</i>)</p> <ul style="list-style-type: none"> ♦ Item veto – Power exercised by the governor to veto specified items (single appropriations) of an appropriation bill, although signing the remainder of the bill into law. (<i>Const. Art. IV, §5(G)</i>)
Vote	<ul style="list-style-type: none"> ♦ Record vote – A formal roll call of a house or committee of the legislature in which each member’s vote (yea or nay or abstention) on a motion is recorded (manually or electronically). Such vote is also recorded in the committee records and minutes and, in the case of floor action, in the <i>Journal</i> of the House or Senate. Certain

votes are required to be record votes. (*Const. Art. III, §§10(B) and 15(G) and House Rules 4.5, 10.9, 12.2,6.22(B), and 14.43*)

- ♦ Voice vote (*viva voce*) – A vote taken orally or electronically in which the vote of each member is not permanently recorded. Response is given to the clerk calling the roll (or on the voting machine) in the form of yea or nay, with only the overall totals being recorded in the House or Senate *Journal*. All roll call votes in committee are record votes. Election of the Speaker, the Speaker Pro Tempore, and the Clerk is conducted by voice vote. (*House Rule 2.3*)

Vote to reconsider

See Reconsideration

Yield

One legislator relinquishing the floor to another to speak or ask a question during debate. (*House Rule 5.7*)

ABBREVIATIONS COMMONLY USED

Legislative Instruments/Documents

CA Constitutional Amendment

CCR Conference Committee Report

HB House Bill

HCA House Committee Amendment

HCR House Concurrent Resolution

HFA House Floor Amendment

HR House Resolution

HSR House Study Request

SB Senate Bill

SCA Senate Committee Amendment

SCR Senate Concurrent Resolution

SCSR ... Senate Concurrent Study Request

SFA..... Senate Floor Amendment

SR Senate Resolution

House Committees/Division

H&GA Committee on House
& Governmental Affairs

MPCA Committee on Municipal,
Parochial & Cultural Affairs

R&I Resource & Infrastructure
Division

State Departments/Agencies

AG Attorney General

BESE Board of Elementary &
Secondary Education

CRT Department of Culture,
Recreation & Tourism

DAF Department of Agriculture
& Forestry

D of A Division of Administration

DCRT Department of Culture,
Recreation & Tourism

DED Department of Economic
Development

DEQ Department of Environmental
Quality

DHH Department of Health &
Hospitals

DOI Department of Insurance

DOJ Department of Justice

DOL Department of Labor

DOTD Department of Transportation
..... & Development

DPSC Department of Public Safety
& Corrections

DSS Department of Social Services

State Departments/Agencies (cont.)

EPA Environmental Protection
Agency (U.S.)

FCC Federal Communications
Commission (U.S.)

LCTCS Louisiana Community &
Technical College System

OMV Office of Motor Vehicles

PSC Public Service Commission

ULS University of Louisiana System

Laws and Bodies of Law

ADA Americans with Disabilities Act

APA Administrative Procedure Act

CC Civil Code

CCP Code of Civil Procedure

CcrP Code of Criminal Procedure

CE Code of Evidence

ChC Children's Code

RS Revised Statutes

UCC Uniform Commercial Code

Miscellaneous

AFL-CIO American Federation of
Labor-Council of Industrial Organizations

CABL Council for a Better Louisiana

COLA Cost of Living

Miscellaneous (cont.)

CPI Consumer Price Index

CSG Council of State Government

DA District Attorney

DROP Deferred Retirement
Option Program

EBR East Baton Rouge Parish

ES Extraordinary Session

FITAP Family Independence
Temporary Assistance Program

FY Fiscal Year

HLS House Legislative Services

LABI Louisiana Association of
Business & Industry

LaCHIP Louisiana Children's
Health Insurance Program

LASERS Louisiana State
Employees Retirement System

LFO Legislative Fiscal Office

LIGA Louisiana Insurance
Guaranty Association

LPFA Louisiana Public
Finance Authority

MFP Minimum Foundation Program

NCSL National Conference
of State Legislatures

NOCAA New Orleans Center
for Creative Arts

OSFA Office of Student Financial Aid

Miscellaneous (*cont.*)

PAR Public Affairs Research Council

PSA Public Systems Associates

RS Regular Session
or Revised Statutes

SELF Support Education in
Louisiana First Fund

SREB Southern Regional
Education Board

START Student Tuition Assistance
& Revenue Trust Program

TANF Temporary Assistance
to Needy Families

TIMED Transportation Infrastructure
Model for Economic Development

TOPS Tuition Opportunity
Program for Students